

MEDICAL RECEPTIONIST

DIPLOMA - 34 CREDITS

About this program

This program prepares individuals to work in a medical office setting. Medical receptionists greet, arrange appointments for and provide informational services to patients. They possess excellent communication and technology skills. This position requires an excellent command of medical terminology, anatomy and physiology, as well as expertise in medical office procedures.

Program outcomes

1. Communicate using the language of medicine.
2. Utilize technology for medical office applications.
3. Prepare and manage the health care record.
4. Demonstrate knowledge of structure, function, disease processes, and treatment of the human body.
5. Perform insurance and financial procedures following current regulations for the medical office.
6. Demonstrate professional communication while employing legal and ethical practices.
7. Perform registration procedures and maintain an appointment schedule.
8. Demonstrate professional work and organization skills.

Curriculum overview

Crds	Requirement type
	Total

Developmental courses note: A student may be required to enroll in developmental courses in reading, writing and math. A student's scores on the Accuplacer assessment will determine enrollment in developmental courses. The purpose of developmental courses is to prepare students for the demands of a college-level curriculum. *Credits may vary.*

Accreditation: Minnesota State Community and Technical College is accredited by the Higher Learning Commission, a regional accreditation agency recognized by the U.S. Department of Education. The Higher Learning Commission 230 South LaSalle Street, Suite 7-500 Chicago, IL 60604-1411 <http://www.ncahigherlearningcommission.org> Phone: 312.263.0456 / 800.621.7440

Curriculum requirement details

Required courses

Other requirements or restricted electives



Course summaries



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Program Plan — ""

Locations:

